

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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February 10, 2004

**FROM: THOMAS R. LAURIN, DIRECTOR
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT**

**SUBJECT: REQUEST FOR PROPOSALS, COLD WEATHER SHELTER AND HOMELESS
PREVENTION SERVICES - COUNTYWIDE**

RECOMMENDATION: Approve the issuance and advertisement of a Request for Proposals (RFP) for the provision of cold weather shelter and homeless prevention services in the County of San Bernardino for Fiscal Year 2004-2005.

BACKGROUND INFORMATION: On April 13, 2004, the County Board of Supervisors will vote on the proposed Consolidated Plan document that describes community development needs, strategies, and specific activities to be undertaken with federal funds provided by the U.S. Department of Housing and Urban Development (HUD) for the 2004-05 Fiscal Year. The Strategic Plan portion of the document will include a discussion of implementation considerations through which the County will carry out its Cold Weather Shelter Program with Emergency Shelter Grant funds. The County's Cold Weather Shelter Program reimburses homeless providers for actual shelter night stays provided, to the homeless, in their facilities or for stays at local motels. A small portion of the funding is allocated to homeless prevention, which provides up to three months rent or mortgage payments to prevent homelessness in the event of a family emergency or temporary disruption in income. The Cold Weather Shelter Program will be provided throughout the County's unincorporated areas and its thirteen (13) cooperating cities.

Approval of this recommendation will allow the Department of Economic and Community Development (ECD) to issue and advertise the RFP for cold weather shelter services. HUD requires that the contractors providing services under the Cold Weather Shelter Program be identified in the Consolidated Plan approved by the Board on April 13, 2004. The RFP calls for cold weather shelter services to be provided from October 1, 2004, until April 30, 2005. Homeless prevention services will be for up to one year starting on October 1, 2004. Under terms of the RFP, the Director of the Department of Economic and Community Development would have the authority to negotiate contract extensions, terminate the contract, and approve all changes to the scope of the contract necessary to provide adequate services to the County. Interested parties will have two weeks to submit proposals. The County's Cold Weather Task Force will review the proposals and make funding recommendations, for qualified vendors, to the Board of Supervisors for approval. Contracts for the provision of services under the Cold Weather Shelter Program will be brought before the Board in September, 2004.

REVIEW AND APPROVAL BY OTHERS: The RFP has been reviewed by Deputy County Counsel, Michelle D. Blakemore, (909-387-5455) on January 29, 2004 and the County Administrative Office, Patricia M. Cole, Administrative Analyst III, (909-387-5346) on January 30, 2004.

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FINANCIAL IMPACT: Costs for issuing the RFP are minimal. Emergency Shelter Grant Program funds for 2004-2005 will be allocated to this Program by the Board and will be included in the Department's Fiscal Year 2004-2005 budget. This action will have no effect on the County General Fund.

SUPERVISORIAL DISTRICT (S): All.

PRESENTER: Thomas R. Laurin, Director, 388-0808.

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